

Battery Park Event Guidelines

Approval Process for Events

The following Event Guidelines for Battery Park ("Guidelines") have been developed by the Battery Park Committee ("PARK") and the City of New Castle ("CITY") to assist you in the planning of your Battery Park event in New Castle. The Guidelines are not intended to form any kind of legal contract and are for estimation and planning purposes only. The Guidelines are subject to change without notice. Should you have any questions regarding these Guidelines, please feel free to contact the PARK at trusteesncc@comcast.net or 302-322-2809, attention to: Battery Park Committee.

All events requesting use of Battery Park in the City of New Castle must do so in writing by completing the Event Request Form with the Event Layout Form prior to the event. The CITY and PARK reserve the right to restrict the number of approved events due to impact on City businesses, traffic patterns, etc. Applicants must also submit a Parade & Assembly Permit Application to the CITY. Call 302-322-9801. Additional permits (building stage, fireworks, electrical) may be required.

Insurance

The event organizer shall procure at its own expense and maintain in effect during the entire period of this event (including the move-in/move-out period) Comprehensive General Liability Insurance providing for coverage for bodily or personal injury liability (including death), property damage, advertising liability or contractual liability with minimum policy limits of not less than Two Million Dollars (\$2,000,000) Total, One Million Dollars (\$1,000,000) per occurrence, Workman's Compensation Insurance Part B Coverage (Employer's Liability) at statutory minimum of \$100,000/\$500,000/\$100,000 and proof of Automobile Liability Insurance, if applicable. If applicant is serving liquor, they will also need to carry a separate Liquor Liability Insurance Policy with the same limits as General Liability. Please add the following as additional insured:
The City of New Castle, 220 Delaware Street, New Castle, DE 19720 (Fax: 302-322-9814)
The Trustees of the New Castle Common, PO Box 453, New Castle, DE 19720 (Fax: 302-322-0301)

It is also recommended that any vendor provide some type of pre-event safety training to their employees and/or volunteers appropriate to the task(s) they are performing, such as proper hygiene for food handling, proper lifting techniques, and for rides, use of proper safeguards. Please provide a written policy or some type of written affidavit or compliance to safety standards.

The event organizer shall furnish the PARK and CITY with certificates of coverage evidencing the foregoing coverage not less than thirty (30) days prior to the date of the event. You may use an insurance carrier of your choice. Local company New Castle Insurance, Ltd. provides event insurance and can be reached at 302-328-6111.

Event Coordinator

A dedicated event coordinator must be on-site at all times, including set-up and breakdown. The event coordinator must remain on-site until all vendors and equipment have been removed from the Park. This person will be the primary point of contact for the CITY and PARK throughout the event. The event coordinator must carry a cell phone or other means of communication at all times, and that phone number must be provided to CITY and PARK staff.

Access, Move-in Move-out and Event End times

Move-in times

Battery Park is available for equipment move-in after 6 p.m. on the day immediately preceding your event. Earlier move-in times for the Park must be approved by the PARK in writing prior to move-in.

Move-out and event end times

All equipment must be removed IMMEDIATELY following the close of your event unless otherwise agreed to in writing by the PARK. In all cases, equipment must be fully removed by the time the Park closes at dusk. Vendors are not permitted to remain open for business after the ending time of the event. All alcohol sales must end a minimum of one (1) hour prior to the end of the event.

Vehicle Access to Park and River walk

Vendors, event staff and/or anyone else attending your event SHALL NOT drive nor park vehicles on grassy areas within the PARK, sidewalks and/or along the River walk, for any reason without the express written consent of the PARK. Vehicle traffic must be kept to a minimum at all times during your event. The CITY reserves the right to restrict vehicle traffic during events.

Sidewalk Access

All sidewalks along the River walk and within and/or adjacent to the PARK must remain clear and free of obstruction at all times. At no time shall tents, power cords, generators, displays, or any other structure impede or otherwise adversely affect pedestrian access to sidewalk areas.

City and Municipal and other Services

Electricity

Limited access to electricity is available to events using Battery Park. Please contact the Municipal Services Commission at 302-323-2333. NOTE: There is not sufficient power in Battery Park to accommodate sound or lighting systems. All such systems must be run off a generator.

Fire Marshall/Special Permits

If you need Fire Marshall assistance for fireworks, gated events, etc. or special permits (e.g. fireworks, building permit for stage), please contact Jeff Bergstrom at 302-322-9813.

Police

The CITY will coordinate the provision of police personnel in accordance with the details of your event must be requested through the Parade & Assembly permit application. Police personnel will be provided for a fee as specified in the Parade & Assembly Permit.

Street Closures

A permit must be obtained for street closures. Contact the City of New Castle at 302-322-9801 for a Parade & Assembly permit.

Emergency Medical Technician (EMT) Services

If you need EMT services such as bicycle EMTs for race or ambulance on standby, please contact Goodwill Fire Company. Chris Robinson (chief) Chris 182@verizon.net or mobile 302-250-1925 OR Tim Moore (EMS) 18pd6@comcast.net or mobile 302-420-1008.

Parking

The CITY has limited parking at the Park parking lots for your Event. Two parking lots are available

for parking. They are located at South & Third Streets and at the end of Third Street lot next to the New Castle Sailing Club. Other parking lots at nearby churches, schools and the New Castle Senior Center may also be available by contacting them directly. A fee for this use may be required.

Trash and Toilets

Trash Receptacles & Removal

This is a trash free Park with no trash receptacles. Event organizers may choose to provide their own trash receptacles and removal at their expense. Fees may be deducted from security deposit for trash not removed from Park. The CITY may, at its sole option, provide additional trash receptacles and trash removal for a fee. Requests for additional trash barrels and trash removal must be made in writing to the CITY in the Parade & Assembly permit.

Portable Toilets

There is one public restroom in the PARK. Portable toilets SHALL NOT be positioned on the River walk at any time or within 100 feet of any residential property adjoining the PARK. You may use a portable toilet vendor of your choice. The following vendor has been used for past events:

A-1 Sanitation Services 302-322-1074

Food and Beverage Vendors

Alcohol Sales

All events selling alcohol must obtain a gathering license from the Alcohol Beverage Control Commission. Alcohol sales must end a minimum of ONE HOUR prior to the end time of the event. Alcohol sales require an alcohol beverage permit from the CITY, with application 30 days in advance.

Cooking

There is no cooking permitted within the PARK except by authorized, licensed and inspected food vendors operating in affiliation with a contracted and insured event.

Vendors

Vendors of food and beverages shall comply with all state health standards and requirements and shall display publicly the appropriate certificate or letter of compliance. All vendors must strictly adhere to the following guidelines and any other guidelines imposed by the CITY or PARK. Vendors that do not adhere to all applicable guidelines may, at be required to leave the event and/or be barred from participating in future events at the Park.

Guidelines for vendors are as follows:

Vendors must be self-contained.

Vendors must have and display all applicable permits, including any permits issued by the Delaware Division of Public Health.

Vendors shall remove all of their own trash, including but not limited to used cooking grease, boxes, charcoal, pallets, cinder blocks, etc. The dumping of grease is ILLEGAL in the City of New Castle. Grease barrels, where provided, should be used to dispose of all used cooking grease.

Vendors shall not mark or otherwise damage pavement surfaces in any way.

Vendors must close for business no later than the closing time of the event, and must vacate the Park within sixty (60) minutes of the closing of the event.

Vendors shall not sell "Silly String", "poppers" or any other products that the CITY chooses to prohibit.

Vendors shall not permit nor cause glass bottles to be brought within the Park and/or surrounding areas.

Vendors shall not drive stakes or supports into any paved areas.

Other

Banners

Banners may be displayed on fencing, stage, and Bandstand roof during your event. Any banners placed on the stage may be bung by Light Action staff. Please contact Paula at Light Action at 302-328-7800 to arrange to have a roof technician affix your banner(s).

Gated events

The PARK does not supply fencing for events and any fencing that is necessary for your event remains your sole responsibility. You may use the fencing vendors of your choice, subject to the prior approval of the PARK. The following fencing vendors have been approved in the past:

National Event Services	888-289-1928
-------------------------	--------------

Staging

The CITY can provide a Bandstand for events occurring within the Park from April through October for an additional fee. Dimensions of the Bandstand are 32' x 24' x 3' stage with roof system

Sound/Lighting systems

The PARK does not provide sound or lighting systems for use during your event. You may select a production company of your choice. All sound and lighting equipment must be run off of a generator. Light Action Productions has been used with great success for past events. Should you contract with someone other than Light Action, you must provide Light Action with your lighting specifications at least two weeks prior to your event. Light Action will be supplied with a list of all events taking place in the Park. Please contact Paula at 302-328-7800 to discuss lighting system specifications.

Tents

All tents must be properly staked in grass areas and all stakes must be removed at the end of the Event and fill the holes from the stakes to prevent injury.

Conflict

In the event of a conflict between the terms and conditions of these Guidelines and the terms and conditions of any License Agreement executed by and between you and the CITY, the terms and conditions of such License Agreement with the CITY shall control.

No Representations or Warranties

The PARK or CITY makes no representations or warranties, either express or implied, regarding the information contained in these Guidelines.

Failure to abide by these Guidelines or any other applicable guidelines may result in disciplinary actions by PARK or CITY, including, but not limited to, the revocation of any or all facility privileges and forfeiture of Security Deposit.